

FY 2017

INTRODUCTION

The purpose of the Wyoming State Civil Rights Advisory Committee (CRAC) is to serve as an advisor to the Deputy Equal Opportunity Officer (DEOO) of the Wyoming NRCS on employment and program delivery issues. The CRAC supports a diverse, proficient and skilled workforce, equality of program delivery, and civil rights of employees.

The State Conservationist (STC) of Wyoming NRCS is the DEOO.

The committee is responsible for:

- Serving as advisory body to the DEOO, to promote and assist in meaningful and effective affirmative action goals consistent with management objectives.
- Providing feedback on performance in equal opportunity and civil rights compliance, identify areas of weakness, and make recommendations for improvement.
- Identifying emerging areas needing special attention by the DEOO and Special Emphasis Program Managers.
- Making recommendations to the DEOO regarding policies, practices, and procedures as they affect equal opportunity in Wyoming.

FY 2017 Strategic Goal

To make Wyoming NRCS a model of inclusion by informing and equipping the staff and by developing strategic outreach procedures.

Title VII – Equal Employment Opportunity

Objective: 1

Promote an Active Civil Rights Program for NRCS Wyoming.

Goal: Promote an Active, Relevant and Accessible Civil Rights Committee

Action Item #	Description of Action Item	Start Date	End Date	Person(s) Responsible	Objective	Accomplishments
1	Provide Civil Rights training at trainings and meetings around the state, through brief updates.	10/01/2016	9/30/2017	Chair HP At Large RM At Large State Office At Large	Create a set of 15-minute CR updates and present them at meetings and trainings around the state. Keep staff aware of CR issues with brief, practical updates.	
	Method	<i>Contact LT by requesting time on agenda during LT Meetings. Maintain Contact with Training Officer to set specific dates and time on agenda during trainings and meetings.</i>				
2	Develop and implement an annual cultural diversity event to be held FY2016.	10/01/2016	9/30/2017	CRAC OUTREACH	To increase employees' awareness and appreciation for different cultures.	
	Method	<i>Annual event to be rotated around the state.</i>				
3	Update and continue utilization of the Welcome document for new employees WY NRCS	10/01/2016	9/30/2017	At Larges LT	To help new employees adjust to small town Wyoming life, NRCS culture and their new position.	
	Method	<i>Committee member visit or contact new employees before and during first week onboard. Communicate with LT for names</i>				
4	All new CRAC members will receive informal training with the Chair and formal training at the earliest available opportunity.	10/01/2016	9/30/2017	SAO Chair	To ensure that CRAC members are trained properly in CR and their Roles and Responsibilities	
	Method	<i>Identify, budget, and attend SEPM training, Roles and Responsibilities, and any other pertinent trainings ASAP following appointment of new CRAC member. Develop a training plan for all members.</i>				
5	Continue to ensure the 2x2x2 Committee Action Plan is being implemented.	10/01/2016	09/30/2017	Chair Outreach CRAC	To identify and help resolve issues that affect employee morale and productivity.	

Objective: 2

Promote and Enhance the USDA-NRCS Civil Rights Program and Equal Opportunity in Wyoming.

Goal: Promote an environment within Wyoming that supports and encourages opportunity for all employees

Action Item #	Description of Action Item	Start Date	End Date	Person(s) Responsible	Objective	Accomplishments
1	Strategically outreach and provide education on NRCS employment opportunities	10/01/2016	9/30/2017	CRAC	Ensure that all people are aware of NRCS employment opportunities and are encouraged to apply.	
	Method	<i>Contact and build professional relationships with job counselors, teachers and university faculty in order to increase awareness of NRCS jobs and career paths. Develop contacts in new and diverse locations to reach new audiences.</i>				
2	Wyoming Civil Rights Employee Award. Form committee to set up criteria and encourage nominations.	10/01/2016	9/30/2017	DEOO CRAC Awards Committee	Recognize outstanding Civil Rights, Outreach and/or Equal opportunity accomplishments of individuals or teams in NRCS each year	
	Method	<i>Develop a committee and a process for employees to submit nominations for individuals and team awards to the DEOO.</i>				
3	Locate and assess barrier and parity data provided by HR and Programs Specialist.	10/01/2016	9/30/2017	HR ACs SEPMs CRAC	Collect data and present finding to LT to ensure equal opportunity for all WY employees.	
	Method	<i>Chair will work with HR to gather data and committee will analyze results. Make recommendations to LT as needed.</i>				
4	Communicate with field staff and solicit feedback from them.	10/01/2016	9/30/2017	CRAC PAS	Increase visibility of CRAC, develop rapport and respect between field and CRAC, provide information about CR.	
	Method	<i>Provide monthly articles for CRAC Corner and send occasional emails to solicit feedback or provide <u>pertinent</u> information.</i>				

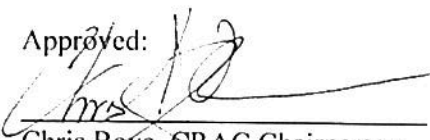
Title VI – Programs

Objective: 1

Promote Equality with Program Delivery for NRCS Wyoming.

Goal: Promote an environment within Wyoming that supports and encourages equality in program delivery.

Action Item #	Description of Action Item	Start Date	End Date	Person(s) Responsible	Objective	Accomplishments
1	Identify new ways to reach a diverse customer base in WY	10/01/2016	9/30/2017	CRAC Outreach	Reach new populations of people to educate about NRCS programs.	
	Method	<i>Contact different groups such as Farm Bureau, Extension, WAGON Program, Cattlewomen's / Cowbelles, etc.</i>				
2	Conduct field office Civil Rights QARs as directed by LT	10/01/2016	9/30/2017	CRAC Chair Assistant State Conservationist for Management and Strategy	Assist and encourage FO efforts with civil rights compliance in program delivery.	
	Method	<i>Continue working with LT to participate in QARs. Provide follow up and assistance where necessary to remedy deficient areas. Identify Civil Rights Training needs. Update QAR Checklist.</i>				
3	Continue to assist field offices with Civil Rights compliance.	10/01/2016	9/30/2017	CRAC CRAC Chair and Co-Chair	Ensure FO and SO stay in compliance with CR Policies. Provide offices with the best set of tools and resources to conduct their programs and outreach in compliance with CR policies	
	Method	<i>Provide assistance to field offices when needed.</i>				

Approved: 
Chris Bove, CRAC Chairperson

7/31/17
Date


Astrid Martinez, State Conservationist

7/31/2017

Date


Katelyn Vaporis, CRAC Co-Chair

7/31/17
Date